

## Everett Historical Commission

### Meeting Summary November 30, 2021

#### Commissioners

Steve Fox, Chair  
Amelia Hieb, Vice Chair  
Thomas Feeney  
Patrick Hall  
Glenn Hunter  
Arnold Morrison  
Andrea Tucker  
Madison Vazquez

#### Staff

Alex Byrd  
Becky McCrary

#### Guest

Lolly Bates

The meeting convened at 6:30 pm with a roll call of Commissioners.

#### Approval of Prior Meeting Summary

The meeting summary for the prior Historical Commission meeting held on October 26, 2021 was reviewed. A motion to approve the meeting summary was made by Commissioner Tucker, seconded by Commissioner Hall, and approved unanimously.

#### Citizen Comments (for items not on tonight's agenda)

Chair Fox asked if there was a member of the public with comments or questions for items not on the agenda. Lolly Bates asked what the Historical Commission would consider to demolition or remodel a 1939 home in the R-2 zone, located at 2511 Victor Place. She explained that there has been water damage and the home needs significant upgrades. There was then discussion about another project that was reviewed by the Historical Commission in 2017 for the demolition of a single-family residence at 2103 Virginia Ave. Lolly asked the Commission what they would consider when reviewing a proposal to demolish and existing single-family residence and rebuild. Commissioner Morrison stated looking at the safety of the structure would be at the top of the list, considering the amount of damage that is there and what could be salvaged, and what the future plans are. Commissioner Tucker asked if this would be reviewed by the City's Planning Department first and then come to the Historical Commission for review. Lolly stated that the front house is the contributing structure and there is a cottage off of the alley which was permitted in the 1960s.

Commissioner Hall stated he agrees with Commissioner Morrison and that they would need to see more details. He pointed out that there are financial benefits to rehabilitating a historic home, for example, the Special Valuation Program. Commissioner Hall further explained the Special Valuation process.

Commissioner Tucker asked staff to confirm the process that would be required. Staff liaison, Alex Byrd, stated that it is her understanding that the demolition of the contributing structure would have to be reviewed by the Historical Commission. The actual demolition permit would be submitted to Permit Services, but could not be issued until the demolition is reviewed by the Historical Commission. With regards to subdividing the property or a boundary line adjustment, planning staff would have to do further research to determine if this is feasible. Commissioner Morrison stated that if a demolition permit came to the Commission for review, they would ask for more context. For example, what's going to happen to the structure, why is it proposed for demolition, what's going to happen to the materials,

etc. Lolly Bates thanked the Commission for their help and input.

### **Brainstorming for 2022 Work Plan**

Staff Liaison, Alex Byrd, introduced the Draft 2022 Work Plan Table and memo to the Historical Commission, which summarizes staff's recommendations and how staff prioritized the items. Staff recommended that the Commission go through each item in the table as a group to discuss the priority. Alex Byrd summarized the items staff recommended as a priority in 2022, which included special valuation applications, register nominations, project permit reviews, developing rules of procedure, the 2024-2044 Comprehensive Plan Periodic Update, Donovan District cleanup, and ongoing commissioner trainings. The Commissioners agreed that the Donovan District cleanup is not a high priority. Commissioner Hall stated that making plaques available should still be a high priority and would help homeowners to gain appreciation of their neighborhood. The Commission agreed that the plaques should stay in the 2022 Work Plan. Staff and the Commission will do further research to determine what is needed to create an application process and how a homeowner can order a plaque. Chair Fox asked if staff could spend some time researching how much time would be required if the Historical Commission took on the Donovan District cleanup.

Commissioner Hall stated that they recently completed essential training and noted that the OPMA training is important for all Commissioners to complete.

Commissioner Morrison stated that the Historical Commission always prioritized their work plan with what they were going to do for a CLG grant. Vice Chair Hieb stated that she recalls the last time they applied for and received a CLG grant they had to turn it down because there wasn't staff time to support. Chair Fox asked if a grant to do the Donovan District cleanup would be an option.

Vice Chair Hieb asked how the Comprehensive Plan Periodic Update impacts the Historical Commission. Becky McCrary, Long Range Planning Manager, explained that in the Urban Design chapter of the Comprehensive Plan, there is a section on Historic Resources and that chapter sets up the goals and policies for the City's Historic Preservation Program. It gets updated every 8-10 years and we need to verify what's in the current plan is relevant. Staff will be asking the Commission what we want to include in our Environmental Impact Statement regarding Historic Resources.

Next, there was discussion regarding freeway signage for Historic Districts. Chair Fox stated that the Commission has tried to move forward on signage in the past, but ran into difficulty because it required multiple government agencies to be involved. Commissioner Tucker stated that signage is important and beneficial for tourism. Staff stated they will coordinate with the City's Economic Development Division and the Downtown Everett Association on this and see if they could attend a future meeting to discuss. Vice Chair Hieb stated that she sees signage as a top priority for 2022 and would be in favor of pursuing signage for the Historic Districts. All Commissioners agreed that signage is a high priority for 2022.

There was then discussion regarding the Brown Awards. Commissioner Tucker stated that she will discuss the Brown Awards with Historic Everett at the next meeting. Regarding the Hewitt Building Inventory, Commissioner Hall noted that the Downtown Everett Association is working on a detailed inventory of every building in the Main Street District. The Commission agreed to remove the Brown Awards and Hewitt Building Inventory from the Work Plan for now, with the understanding that Commissioner Tucker will discuss the Brown Awards with Historic Everett. Commissioner Tucker stated it is important to keep the Historic Register Additions and Plaques in the Work Plan.

Chair Fox suggested that updating the Historical Commission website should be a high priority and the plaques could be part of this website update. Next, there was discussion regarding outreach and education. Chair Fox noted that there are out of date publications and updating these should be a high priority. Commissioner Morrison stated that getting all of the publications and brochures digitized and on the website should be a high priority and Commissioner Hall agreed. Commissioner Hall and Commissioner Morrison committed to updating the “Hands On” book in 2022.

The Commission removed the Main Street Program from the Work Plan since this has already been done. There was some discussion regarding the Claremont Neighborhood Overlay/District Designation and Commissioner Morrison expressed interest in looking into the grant process for this. Becky McCrary spoke to grants in general and noted that the City would not want to apply for a grant until we are ready to begin the work due to the timing expectations of grants. She also noted that it would have to be a project that we know we can accomplish between staff and commission time. The Commission agreed that the Claremont Neighborhood Overlay/District Designation should be postponed to 2023.

Next, the Commission discussed the Metro Everett landmark designation and evaluation of existing demolition code/process. Becky McCrary mentioned that this could relate to the work on the Comprehensive Plan Periodic Update. Lastly, the Commission discussed the overlay neighborhood guidelines and standards and decided to postpone.

Commissioner Hall recommended that the Commission review the revised 2022 Work Plan at the January meeting and begin assigning names to each item.

### **Commissioner and Staff Comments**

Alex Byrd requested that each Commissioner send an email to her confirming that they completed the Open Public Meetings Act training. Commissioner Hall talked about the holiday ornaments on Colby Ave. that the Downtown Everett Association funded and worked closely with the City’s Public Works Department on. Staff and the Commission confirmed that there will not be a meeting in December.

A motion to adjourn was made by Commissioner Hall, seconded by Commissioner Hunter, and approved with unanimous agreement.